



COUNTY OF LOS ANGELES CAREER OPPORTUNITY



DEPUTY EXECUTIVE OFFICER, BOARD OF SUPERVISORS (PUBLIC INFORMATION AND RECORDS SERVICES)

Filing Period Begins:
January 30, 2019 - Until the needs are met

Annual Salary:
\$118,905 - \$179,973

This recruitment will remain open until the needs of the Executive Office of the Board of Supervisors are met.
Applicants are encouraged to apply by February 6, 2019, for first consideration.

THE COUNTY OF LOS ANGELES

With more than 10 million people, the County of Los Angeles (County) has a demographically and geographically diverse population that it serves with an annual budget in excess of \$31 billion for fiscal year 2018-19 and over 111,000 employees in 34 departments to provide wide-ranging services to the public.

DEPUTY EXECUTIVE OFFICER, BOARD OF SUPERVISORS

The Deputy Executive Officer (DEO), Board of Supervisors reports to the Assistant Executive Officer (AEO), and is responsible for the Public Information Office (PIO) with responsibilities of the overall administration and management of the Customer Service Center (CSC), Records Management (RM), Photography, and Graphic Arts Divisions, as well as ensuring that all Public Records Act (PRA) requests and media inquiries are handled in a timely and professional manner.

This position is responsible for overseeing the various complex functions necessary to serve the needs of all District Offices under the Board of Supervisors, County departments, outside agencies, and members of the public.

EXECUTIVE OFFICE



BOARD OF SUPERVISORS COUNTY OF LOS ANGELES



KEY RESPONSIBILITIES

Oversees and provides leadership to the Public Information Office (PIO) for the Executive Office, which serves as the primary point of contact for media requests for information. Plans, directs, and oversees the activities of the public relations staff engaged in the production, development, publication, and broadcast of information of departmental policies, services, and activities.

Assists in the administration of the Executive Office of the Board of Supervisors, including planning and developing division policies and procedures; planning and directing the development and control of division budgets; directing, monitoring and evaluating the work of subordinate managers; participating in the development of departmental policies and procedures; establishing and maintaining effective relationships with County departments, representing the Executive Office to individual members of the public as well as to public and private organizations that do business with the Executive Office.

Directs and manages CSC staff in charge of processing claims filed against the County, accepting summons, complaints, and writs, serving the public via telephone, in person, or email, and assisting with various duties related to the weekly Board meetings.

Directs RM staff responsible for maintaining all minutes with related attachments, and makes the records available to the public and other agencies.

KEY RESPONSIBILITIES (Continued)

Directs Photography staff responsible for creative and professional services, including on-location photography, and photo editing and printing, to document public and special events for the Board of Supervisors.

Directs Graphic Arts staff responsible for the production of hand-illustrated and computer-generated art on scrolls and certificates for the Board of Supervisors, County Commissions, and County Departments. Projects also include the production of invitations, brochures, pamphlets, reports and displays.

Oversees the review and evaluation of current methods to disseminate information in order to identify and implement new technologies to better meet the needs of the department and the public.

Participates in the strategic planning process for Executive Office by assisting departmental executives, senior managers, and managers in the formulation of departmental goals, objectives, policies, and processes.

Oversees the coordination of high-level issues, including budgeting and project management, pertaining to projects requested by the Board of Supervisors or their staff. This includes providing project status updates, milestones, and challenges.

Directs and manages the negotiation of service level agreements with various service providers to ensure that all work performed meets applicable standards.

Directs and manages the department in compliance with County retention schedules and policies. This includes the periodic physical audits of inventory listings, retention, destruction, and documentation.

Oversees and manages departmental social media strategies to enhance effective communication to stakeholders.

Directs and manages the completion of analysis and evaluation of the public's interest and extent of understanding of County programs and services through various methods including focus groups and surveys.

MINIMUM REQUIREMENTS

A Bachelor's degree from an accredited college

–AND–

Four (4) years' of progressively responsible experience managing highly complex analytical assignments and providing leadership in the following areas: requests for public information, media, and communications. Experience should include providing recommendations that have substantial impact on operations, planning, organizing, directing and evaluating the work of diverse functional units within the department.

LICENSE:

A valid California "Class C" driver license or ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

DESIRABLE QUALIFICATIONS

- Demonstrated experience managing highly complex projects through a formal project management methodology.
- Experience in executive collaboration to facilitate group decision-making in order to formulate a strategic plan and objectives for an organization.
- Extensive administrative management experience.
- Demonstrated leadership experience handling multiple, highly sensitive programs and priorities concurrently.
- Experience with budget, finance and personnel matters.
- Experience writing speeches and talking points for government officials.
- Experience managing an office involved with public relations, communications, or public information.
- Established relationships with local media outlets and publications.
- Demonstrated experience in overseeing a social media and marketing campaign for a public sector agency.
- Exceptional presentation and interpersonal skills in communicating with all levels of management and critical stakeholders.
- Undergraduate or Graduate degree in Public Relations, Communications, Journalism, or Marketing from an accredited college.



COMPENSATION AND BENEFITS

Annual Salary: \$118,905 - \$179,973

The appointee will receive an annual salary, commensurate with qualifications, as well as an excellent program of benefits that allows employees to choose the benefits that meet their specific needs.

The package includes:

Retirement Plan - New appointees will participate in a contributory defined benefit plan.

Cafeteria Benefit Plan - The County funds its cafeteria plan using tax-free contribution of an additional 14.5% to 17% of the employee's monthly salary.

Non-Elective Days - Ten (10) paid days per year with the option to buy an additional 1 to 20 elective annual leave days.

Flexible Spending Accounts - In addition to tax-free medical and dependent care spending accounts, the County contributes \$75 per month to an employee's dependent care spending account.

Savings Plan (401K) - Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.

Deferred Compensation Plan (457) - Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.

Holidays - 12 paid days per year.

HOW TO APPLY

This position will be open from January 30, 2019 until filled. Qualified candidates are encouraged to apply by February 6, 2019.

Please go to: [APPLY HERE](#)

to create an online profile and submit your application, cover letter, résumé, record of accomplishments, degree verification, and three professional references.

For confidential inquiries, please contact:

Dorean Losoya

Kenneth Hahn Hall of Administration

500 West Temple Street, Room 374

Los Angeles, CA 90012 (213) 974-1422

Email: BOS-ExecutiveRecruitment@bos.lacounty.gov

An Equal Opportunity/ADA Employer



Executive Office
of the Board of Supervisors